

Board of Selectmen
Minutes May 17, 2016

Convened at 6:00 pm

Present: Ken Christiansen, Chair
Andrew Artimovich
David Menter
Robert Mantegari
Jeffrey Bryan

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view report.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- Jonathan Garbarino, 83 Lyford Lane, electrical for in ground pool: signed by Board
- Erin Kelly, 11 Lake Road, electrical permit for basement: signed by Board
- Ken Sullivan, 35 Northrup Drive, plumbing for addition: signed by Board
- Tiffany Fabiano, 304 South Road, above ground pool: signed by Board
- Katie Russell, 32 Middle Road, 30X80 storage building: signed by Board
- Bryan Wall, 32 Brook Crossing, remove deck and reinstall screen house: signed by Board
- Mr. Tremello, 304 Middle Road, electrical for renovation: signed by Board.

Kaiser updated the board on revenue and expenses for building permits year to date.

Artimovich made a motion, 2nd by Menter to approve the minutes of 4/26/16 as written. The motion carried with Mantegari and Bryan abstaining as they were not present.

Mantegari made a motion, 2nd by Bryan to approve the minutes of 5/3/16 as written. The motion carried with Artimovich abstaining as he was not present.

Artimovich made a motion, 2nd by Menter to approve the minutes of 5/10/16 as written. The motion carried with Mantegari and Bryan abstaining as they were not present.

The board reviewed the Nici bid. Clement said the labor rate is \$85 per hour up to one ton and \$95 per hour over one ton. The markup on parts is 35-40%. Robinson said he would like to stay with Nici. They are convenient, have a fast turnaround, and secure bays. Mantegari asked how this was advertised. Clement said it was in the paper, on the website, and a hard copy was mailed to auto repair shops in town. This was the only bid submitted. Artimovich said the costs have been creeping up and the department heads need to be more diligent about reviewing the invoices to keep costs down. Artimovich made a motion, 2nd by Bryan to award the fleet maintenance bid to Nici. All were in favor.

Jon True, chair of the joint loss management committee, was present to discuss the purchase of AED's and the ongoing maintenance costs. There are no grant funds available to assist the town in the purchase, and participation in the Heart Safe Program has no bearing on the Town's eligibility. True said the JLMC will be tabling the Heart Safe Program for

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now. True said he has an anonymous donation of \$250 to assist the Town in the training for staff on the AED. Marc Wilson, Chair of the LIB trustees, had some concerns on the training required for the AED's as the staff are not first responders. Artimovich said if the library had someone in it with a cardiac event, they would call 911. Dispatch would walk them through using an AED, the training would familiarize the staff with the equipment. This would be helpful in the event they ever needed to use it, it would not be the first time they were looking at it. True said he would attend the next LIB trustee meeting to provide more information. Artimovich asked that the fire department inspect the AED's when needed and for JLMC to add a line item for the maintenance costs of the fixed location AED's. He also suggested that the JLMC create a policy for the management and maintenance of the AED's.

Clement said there was one application filed for the animal control officer and asked if the board wanted to run the ad again or proceed with the candidate. Artimovich said they should interview the candidate and follow the process.

Menter asked if the recreation department could add the seniors for programs. He said they do not have anyone that can take that on. Clement said she mentioned this to David Tovey and said it was on the agenda for the next commission meeting. Menter asked that Al Belanger, Alma Vahey, and Marion Arkell be extended an invitation to attend the commission meeting.

Menter said the cemetery needs a new well house and asked if Kaiser could take a look. Clement said she will coordinate a meeting with Joyce Keegal and Kaiser to assess the repairs. Clement and Kaiser will prepare an RFP if needed.

The requirement for medical cards and CDL licenses was revisited. Highway is required to have a valid CDL license to operate most of their equipment. Fire departments are exempt by statute to maintain a CDL license; however, we require it locally. Clement said the question is whether the town wants to require a medical card and if so who should pay for it. Artimovich said if they have a CDL; they should have a valid medical card. Clement said there are about 15 CDL drivers in fire and highway. The cost is \$70 per medical card and is valid for 2 years. Robinson said the town should pay if this is going to be required. Bryan said in the private sector, the employees absorb the cost because the CDL license is held by the individual and not the business. Artimovich asked Clement to survey area businesses and towns and see what their practice is. Christiansen made a motion, 2nd by Mantegari to table this discussion until the survey is complete. All were in favor.

Clement said there was a memo in mail from Scott Bourcier, D&K, regarding an additional survey to test for the pogonia habitat near the culverts on Prescott Road. This is being requested by US Army Corps in relation to the wetlands permit on file. This species is only in bloom mid-June through July. Bryan said if we do not do this now, it will need to be done next summer and will delay construction assuming the funding is approved next year. Bryan asked why this was not discovered sooner, if the funding was approved in March we would be ready to begin construction in the next week or so. Clement said she would follow up with D&K.

Christiansen would like to get curtains or blinds for the conference room and kitchen. Clement will price them out.

June 7th the meeting will be at 5:30pm.

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Artimovich made a motion, 2nd by Mantegari to sign a failed septic waiver for 66 Deer Hill Road. All were in favor.

Artimovich made a motion, 2nd by Menter to sign thank you letters to Josh Turner and Curtis Grace for their work on the Stephen Arkell Community 5K. All were in favor.

Artimovich made a motion, 2nd by Menter for Christiansen to sign a payment and acceptance form for new equipment for the fire engine. All were in favor.

Clement had 2 quotes for the remediation and maintenance of termites at the BRC.

- Pest End \$1950 remediation, \$1000 annually
- JP Pest Services \$3540 remediation, \$827 annually

Pest End will drill holes every 12" and pour liquid termiticide into the holes. They are then backfilled and cemented closed. This is warrantied for 5 years. If termites returned after 5 years, the holes would need to be re-drilled and treated.

JP Pest will drill holes and install sentricon stations every 12" and refill the bait 2X per year. These stations are capped but remain accessible.

Clement would recommend Pest End for the termiticide and JP Pest Services to maintain the annual contract. Artimovich made a motion, 2nd by Christiansen to pay for ½ of the remediation with Pest End out of the CRF for building repairs and to pay for the maintenance fees in the town budget. All were in favor. The other half of the remediation should be paid out of the revolving fund per commission approval.

Clement said the Town is on the planning board agenda May 19th to discuss the addition to the highway shed. Bryan said he will attend that meeting.

Clement said she went for a site walk with Betsy Solon on the town's access way behind the library to Crawley Falls Road. There is a garden in the town's easement and the entry is blocked with brush. The property owner abutting the easement planted a garden and are agreeable to relocate the garden onto their property. Clement said the brush will need to be hauled away and chipped or burned. Artimovich made a motion, 2nd by Mantegari to have the highway department remove the brush and dispose of it. All were in favor.

At 7:22 pm a motion was made by Menter, 2nd by Bryan to go into nonpublic sessions per RSA 91-A:3, II(a) to discuss personnel. All were in favor.

At 8:14 pm a motion was made by Bryan, 2nd by Artimovich to come out of nonpublic session and seal the minutes. All were in favor.

Artimovich made a motion, 2nd by Menter to adjourn the meeting at 8:14 pm. All were in favor.

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Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
DATE:		5/17/2016		
Citizens General Fund:				
Previous Balance:		19,234.67		
Deposits:		64,662.46		
Payroll:		16,357.59	DD: 11,745.11	CKS: 4,612.48
FICA:		4,281.34		
to Impact Fees				
A/P: Regular		168,708.41	Swasey: \$160,000	
Void check		53.85		
From MMA		125,000.00		
TO MMA				
Account Balance:		19,603.64		
Interest Earned YTD:		7.52		
CD's:	Unrestricted Balance:			
MMA:	Unrestricted Balance:	1,016,722.41		
	Total Invested Funds:	1,016,722.41		
	Interest Earned YTD:	2,288.58		